

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

ON-CALL RECEPTIONIST/CLERK

On-Call, non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Copy of valid, unrestricted Driver's License
- ☐ Copy of High School Diploma or Equivalent

OR

- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 12, 2017

Closing Date: OPEN CONTINUOUS

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

ON-CALL RECEPTIONIST/CLERK

On-Call, non-exempt position

LOCATION:

KBIC Housing Department
Baraga, Michigan

SUPERVISORY CONTROL:

Housing Manager

SALARY:

Grade 3 (minimum starting wage = \$9.80/hour)

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Previous receptionist/clerical experience preferred.
- Must possess strong organizational skills.
- Must possess basic accounting experience and able to prepare daily deposits.
- Must be able to operate office equipment (copier, fax, mail machine).
- Must be computer/word processor literate (MS Word preferred).
- Must be able to efficiently type and file, and must be able to pass clerical testing by 70%.
- Possess excellent written and verbal communication skills, and have the ability to work effectively with people.
- Must have a professional appearance and possess a pleasant demeanor.
- Must be willing to be trained on the HDS system.
- Must be able to answer telephones and accurately relay messages.
- Must maintain strict confidentiality.
- Employment is contingent upon the satisfactory result of a Security Background Check, and pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Answers telephone in a courteous manner; take messages for staff and relay messages to those staff members in a timely manner. Must be able to provide phone liaison contact for absent staff members.
2. Greets visitors in a courteous and professional manner; ascertain nature of business and direct visitors to appropriate staff members.
3. Performs basic clerical duties including, but not limited to: word processing and copying.
4. Dates, stamps, and assists applicants with completing applications for Housing Department programs. Enter applications into the HDS system.
5. Prepares work orders for the operation manager to distribute, upon completion of the work order enters the information into HDS.
6. Must maintain a professional, acceptable appearance and demeanor. Must be friendly, courteous and able to work well with people, including fellow staff members.
7. Distributes and retrieves in-coming mail and faxes. Notifies departments of incoming packages (FedEx & UPS).
8. Prepares receipts; collects payments, and prepares a batch report for HDS.
9. Performs other related duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: January 12, 2017

Closing Date: OPEN CONTINUOUS

Name: _____

POSITION: **O/C Receptionist/Clerk (Housing Dept)**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).*

Previous receptionist/clerical experience preferred.

Possess working knowledge of general office procedures and systems.

Must possess strong organizational skills.

Must possess basic accounting experience and able to prepare daily deposits.

Ability to operate office equipment (copier, fax, mail machine).

Must be computer/word processor literate (MS Word experience preferred).

Possess excellent written and verbal communication skills, and have the ability to work effectively with people.

Must have a professional appearance and possess a pleasant demeanor.

Must be willing to be trained on the HDS system.

Must be able to answer telephones and accurately relay messages.

Must maintain strict confidentiality.
